



**Hertzberg-Davis Forensic Science Center
Facility Coordinating Committee Meeting No. 34
1800 Paseo Rancho Castilla, Los Angeles, CA 90032
Wednesday, May 12, 2010 12 p.m.**



I. CALL TO ORDER

Chairman David Walters called the meeting to order.

II. ROLL CALL

Attendees

CSULA	Joe Peterson and Harley Sagara
HDFSC	Jack Schweizer
LAPD	Joe Hourigan and Doreen Hudson
LASD	David Walters, Wes Grose and Lupe Becerra
CCI	

III. APPROVAL OF MINUTES FROM LAST MEETING

The motion to approve the minutes from the last meeting was accepted with revisions.

IV. REQUIRED TOPICS

ITEM	ACTION	DUE	DISCUSSIONS/DIRECTIVES
07-001	Schweizer		Contracts Jack stated he is currently working on renewing contracts which are all due by July 1st. One is with Stericycle for bio-waste. Second is for reverse osmosis system. Third is for the fume hoods cleaning and fourth is the lid abatement contract.
07-002			Dispute Resolution No new issues.
07-003	Hudson Schweizer		Emergency Evacuation Plan Doreen asked Jack if he followed-up on adding photos to the Emergency Evacuation Plan. Jack stated he will resend manual with photos.
07-004			Interagency Cooperation No new issues.
07-005	Grose		Parking Wes mentioned as of May 3 rd a new Law Enforcement Technician Robert Lozada has been out enforcing the parking lot and is now issuing parking warnings.
07-006			Risk Management No new issues

<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>	<u>DISCUSSIONS/DIRECTIVES</u>
07-007	Schweizer Schweizer		Report from Facilities Management Jack mentioned that the door holding magnets have been installed on the 3 rd , 4 th and 5 th floors in the bio-vestibule area. Jack stated that the annual budget is due and had sent out a revised budget a week ago. He also mentioned that he will give a budget briefing at the next FMC meeting.
07-008	Grose Schweizer Schweizer		Security and Access Wes stated that the monitors have been ordered for the 1 st floor evidence area. Jack stated he's working on installing an A-phone device with a built in camera by the back gate of the north lot. Jack mentioned that the access system down on the 1 st floor vehicle bays and all doors that go outside have been modified. All though he hasn't done a formal written procedure he would like to inform everyone that uses those areas to make sure they badge out before 3pm to set the alarm.

V. ONGOING TOPICS

<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>	<u>DISCUSSIONS/DIRECTIVES</u>
07-009	Sagara		Tours Harley mentioned on June 14 th 1030 – 1300 hrs there will be a tour for CSULA Chancellor Dr. Charles Reed.
07-010	Schweizer		Signage Jack stated he's located scaffolding but may not need it after all because he has second thoughts as to where to install the 1800 sign.
09-004			Phase II No new issues.
09-005			CCI Update No new issues.
10-002	Schweizer		Driveway Modification Jack stated that he spoke with John Farris about possibility having the driveway modification done during the month of July but it's not going to work. Jack will work on a date with the contractor.
10-001	Schweizer		Window Cleaning Jack stated he had a job walk with three vendors for the window cleaning and is now working on the purchase order process.

VI. NEW BUSINESS

<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>	<u>DISCUSSIONS/DIRECTIVES</u>
10-003	Grose Becerra Grose		FSC Reception Desk Wes asked Lupe how the new reception desk hours are working. Lupe stated she's had several complaints regarding the new hours. Wes stated he will monitor and see if it works out.

VII. MISCELLANEOUS

<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>	<u>DISCUSSIONS/DIRECTIVES</u>
09-003	Peterson Peterson		CSULA NIJ Grant Proposal SAK/DNA Backlogs Joe stated that CSULA has discontinued working on the SAK/DNA Backlogs. Joe thanked Jack for installing the installations of CFSI Board Members.

VIII. WORK GROUP ACTIVITY

ITEM	ACTION	DUE	DISCUSSIONS/DIRECTIVES
07-017	Sagara		Continuing and Public Education Harley mentioned that the Hair Examination Seminar was a successful event. He also mentioned the next event will be in July.
07-018	Grose		Team Building Activities Wes mentioned that he is currently working on finalizing the BBQ menu for the team building activity that is set scheduled for June 17 th .
07-025			Merchandising No new issues.

The above notes document our understanding of items discussed in the above-referenced meeting. Unless notice to contrary is received, the notations will be considered acceptable and work will proceed based on these understandings. Any discrepancies should be brought to the attention of Joseph Peterson within seven (7) working days of receipt.

***The next meeting will be held on Wednesday, June 9, 2010 at noon.**



**Hertzberg-Davis Forensic Science Center
Facility Coordinating Committee Meeting No. 35**
1800 Paseo Rancho Castilla, Los Angeles, CA 90032
Wednesday, June 9, 2010 12 p.m.



I. CALL TO ORDER

Chairman David Walters called the meeting to order.

II. ROLL CALL

Attendees

CSULA	Joe Peterson and Rose Ochi
HDFSC	Jack Schweizer
LAPD	Yvette Sanchez-Owens and Joe Hourigan
LASD	David Walters and Lupe Becerra
CCI	Bill Matty

III. APPROVAL OF MINUTES FROM LAST MEETING

The motion to approve the minutes from the last meeting was accepted with revisions.

IV. REQUIRED TOPICS

ITEM	ACTION	DUE	DISCUSSIONS/DIRECTIVES
07-001	Schweizer		Contracts Jack stated he is still working on renewing contracts which are all due by July 1st. One is with Stericycle for bio-waste. Second is for reverse osmosis system. Third is for the lead abatement contract. The fume hood cleaning has been done.
07-002			Dispute Resolution No new issues.
07-003	Schweizer		Emergency Evacuation Plan Jack stated that he gave Doreen a copy of the Emergency Evacuation Plan Manual. He also mentioned that the manual didn't have many pictures in it but he intends on adding them.
07-004			Interagency Cooperation No new issues.
07-005	Walters		Parking David stated on behalf of Wes he is currently working on assigning Robert Lozada, Law Enforcement Technician the primary ability to issue parking citations. Currently he is only issuing parking warnings. He stated he will get feedback from Wes.
07-006			Risk Management No new issues

ITEM	ACTION	DUE	DISCUSSIONS/DIRECTIVES
07-007	Schweizer		Report from Facilities Management Jack mentioned he had a JPA meeting on May 28 th . The two action items were approved. The first item was the 2010-11 budget and the second item was the extension of the air control contract. Both were approved with no questions asked.
07-008	Schweizer		Security and Access Jack stated that the access system down on the 1 st floor vehicle bays and all doors that go outside have been modified. He mentioned that he received a request from a LASD employee if the time to badge out can be extended from 30 seconds to 1 minute. Directors will discuss this matter and will get back to Jack.
	Schweizer		Jack stated he will wait for their final approval.

V. ONGOING TOPICS

ITEM	ACTION	DUE	DISCUSSIONS/DIRECTIVES
07-009	Ochi		Tours Rose mentioned on June 14 th 1030 – 1300 hrs there will be a tour for CSULA Chancellor Dr. Charles Reed.
07-010	Hourigan Schweizer		Signage Joe mentioned the street signs at the intersection are now up and installed. Jack stated the 1800 sign should be installed before the next FCC meeting. He also asked everyone if they would like to have a sign installed in front of the building. He mentioned he would install it and if they don't like it he will remove it. Everyone agreed.
09-004			Phase II No new issues.
09-005	Matty Schweizer		CCI Update Bill stated that CCI purchased a new video conference unit but has not installed it yet. He mentioned that he is looking for a place to store it when not in use. Joe stated he will help Bill find a storage place.
10-002	Schweizer Walters		Driveway Modification Jack stated that he spoke with John Farris and the driveway modification is still set to begin June 15 th . David asked Jack if he can have signs outside to direct visitors. Jack agreed.
10-001	Schweizer		Window Cleaning Jack stated job walk was done and is now waiting on a purchase order.

VI. NEW BUSINESS

ITEM	ACTION	DUE	DISCUSSIONS/DIRECTIVES
10-003	Walters Becerra Walters		FSC Reception Desk David asked Lupe how the new reception desk hours are working. Lupe stated she's had several complaints regarding the new opening time because of training classes. David stated he will continue to monitor.

VII. MISCELLANEOUS

ITEM	ACTION	DUE	DISCUSSIONS/DIRECTIVES
09-003	Peterson		CSULA NIJ Grant Proposal SAK/DNA Backlogs Joe stated that CSULA is still working on the SAK/DNA Backlogs. He also mentioned that he and Dean Gialamas will discuss the SAK/DNA Backlog at the NIJ Meeting.

VIII. WORK GROUP ACTIVITY

ITEM	ACTION	DUE	DISCUSSIONS/DIRECTIVES
07-017	Ochi		Continuing and Public Education Rose stated the next event will be a three day lecture and lab on July 27 th – 29 th . She also mentioned that Bea Yorker is putting on a weeklong training on Sexual Assault Examination starting next week.
07-018	Walters Schweizer		Team Building Activities David mentioned the BBQ is still a go for next week June 17 th . Jack mentioned the BBQ usage and his office is now set-up to take the donations for the BBQ usage. He also mentioned that his staff will clean the BBQ's after each usage.
07-025			Merchandising No new issues.

The above notes document our understanding of items discussed in the above-referenced meeting. Unless notice to contrary is received, the notations will be considered acceptable and work will proceed based on these understandings. Any discrepancies should be brought to the attention of David Walters within seven (7) working days of receipt.

***The next meeting will be held on Wednesday, July 14, 2010 at noon.**



**Hertzberg-Davis Forensic Science Center
Facility Coordinating Committee Meeting No. 37**
1800 Paseo Rancho Castilla, Los Angeles, CA 90032
Wednesday, August 11, 2010 12 p.m.



I. CALL TO ORDER

Chairman David Walters called the meeting to order.

II. ROLL CALL

Attendees

CSULA	Rose Ochi, Harley Sagara, and Kathy Roberts
HDFSC	Jack Schweizer
LAPD	Yvette Sanchez-Owens, Doreen Hudson, Greg Matheson
LASD	David Walters, Wes Grose, Alice Rodriguez and Jackie Yates
CCI	

III. APPROVAL OF MINUTES FROM LAST MEETING

The motion to approve the minutes from the last meeting was accepted with revisions.

IV. REQUIRED TOPICS

ITEM	ACTION	DUE	DISCUSSIONS/DIRECTIVES
07-001	Schweizer		Contracts Jack has renew the four contract: Bio Waste, reverse osmosis system, fume hoods cleaning and abatement contract.
07-002			Dispute Resolution No new issues.
07-003			Emergency Evacuation Plan No new issues.
07-004			Interagency Cooperation No new issues.
07-005	Walters Grose Hudson Walters Grose		Parking David asked on the issue on the status on the law enforcement technician parking citations. Anything change? Wesley stated that the University has been responding and ticketing. Some LAPD Agents were cited. Doreen stated there were ATF Agents and not LAPD. ATF Agents were not very happy been cited. She suggested to informed the receptionist to ask if they need a temporary parking permit at the time of Wesley stated the receptionist would automatically hand them a pass. As of this week we are staring our old opening hours, which are from 07:00 to 05:00 pm.

ITEM	ACTION	DUE	DISCUSSIONS/DIRECTIVES
	Walters Hudson		<p>David asked if the ATF Agent have requested to take care of parking citation?</p> <p>Doreen stated Lt. Rampone was involved. He would make an effort to expunge the ticket.</p> <p>Kathy stated school starts on 09/23/10. Classes that might be affected are the classes that start from 1:30-3:30 and 4:30 to 6:00 pm.</p>
07-006			<p>Risk Management No new issues.</p>
07-007	Schweizer		<p>Report from Facilities Management Jack stated they are working on the upgrade to the security system for Evidence Intake to reconfigure the video system. Replacing it with a video system capability. Scheduling the installation and will be done within a few weeks. Working on the upgrade to the Building Mgmt System (BMS) for the alarm capability reporting to the Beverly Lab. In addition to the alarm reporting capability, he was also asked by Steven Renteria if he can add more freezers on the ones that do not currently have any type of alarm.</p> <p>A New request to installed UPS receptacles for LAPD and LASD.</p> <p>As far as the budget, he is working on the reconciliation statement that will be sent to the FMC Directors for their disposition.</p>
07-008	Walters Schweizer Sanchez-Owens Grose Schweizer Grose		<p>Security and Access David ask Jack about an action item pending as far as the badging out to the vehicle bay and similar type doors on the 1st floor.</p> <p>Jack had a request to extend the time the system is allowed. He was going to wait for final approval from Dave.</p> <p>The system will be extended by one minute.</p> <p>Yvette suggested to make sure you check the door is completely close.</p> <p>Wesley suggested to put a window in the front reception area so that the receptionist can see who is at the door.</p> <p>Discussed the possibility to putting in a video camera, but somehow it got dropped.</p> <p>Wesley brought up the issue as to have visitor have receptionist call up the person the visitors are visiting to make sure someone is there the meet them.</p>

V. ONGOING TOPICS

<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>	<u>DISCUSSIONS/DIRECTIVES</u>
07-009	Grose		Tours Wesley spoke to the photo lab to put some posters and/or pictures in the lobby area to make it look nicer. Wes and Joe are discussing the issue.
07-010	Schweizer		Signage Jack stated 1800 sign is up. The small one is not put up yet.
09-004			Phase II No new issues.
09-005			CCI Update No new issues. No representative
10-002	Schweizer		Driveway Modification Jack stated driveway modification is complete. Done a great job and stayed on schedule. <i>Item to be removed from the Agenda.</i>
10-001	Schweizer		Window Cleaning Jack stated P.O. has been issued. Plan is to do this on an annual basis.

VI. NEW BUSINESS

<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>	<u>DISCUSSIONS/DIRECTIVES</u>
10-003	Grose Hudson Walters		FSC Reception Desk Wesley stated that the business hour's has been corrected for the reception area which are from 0700 to 1700. Doreen has a proposal: An agreement form (draft) to use when people reserved the conference/training rooms. To inform people that we are not making any provisions for them unless they make special arrangements. David stated if we can comment the fact that we have the right to cancelled if we have appropriate notice.

VII. MISCELLANEOUS

<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>	<u>DISCUSSIONS/DIRECTIVES</u>
09-003	Roberts Walters, Roberts		CSULA NIJ Grant Proposal SAK/DNA Backlogs Kathy spoke about the Sexual Assault backlogs, that there is good progress. David got together for a follow-up meeting with Don Johnson, Bob Taylor, and Joe Hourigan. Kathy wants to remind staff that CSULA gym is now available for access for

<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>	<u>DISCUSSIONS/DIRECTIVES</u>
			<p>\$180 year annual fee.</p> <p>The week of 9/27 they are going through Accreditation with two site inspectors, something like the process that the lab goes through. They will be at the facility on Wednesday, Thursday, and Friday. They will be interested in speaking with Dean and Greg, and possibly any one who supervises the students.</p> <p>She is developing an Itinerary that will be sent out to Dave. Spoke to Joe regarding the internship program with LAPD and seems to be working very well.</p>

VIII. WORK GROUP ACTIVITY

<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>	<u>DISCUSSIONS/DIRECTIVES</u>
07-017	Sagara Ochi		<p>Continuing and Public Education Harley stated that the feedback was very well received regarding the DNA Lab course. He is asking LAPD and LASD to ask if there are any research projects you would like students to be seen done to benefit the Forensic Science. For students to do as a project for their thesis. This is an ongoing thing.</p> <p>Rose mention some funding support, like the Mystery Writers Forensic Science Day. It was very well received and proceeds are been used for student research supplies.</p> <p>Save the date for October 1st for the Public Forum at 1:00 pm. Topic is, "The Other Side of the Yellow Tape." Also serving lunch by the CSULA.</p>
07-018	Grose		<p>Team Building Activities Wesley to set up a date for the Christmas Luncheon.</p>
07-025			<p>Merchandising No new issues.</p>

The above notes document our understanding of items discussed in the above-referenced meeting. Unless notice to contrary is received, the notations will be considered acceptable and work will proceed based on these understandings. Any discrepancies should be brought to the attention of David Walters within seven (7) working days of receipt.

***The next meeting will be held on Wednesday, September 8, 2010 at noon.**



**Hertzberg-Davis Forensic Science Center
Facility Coordinating Committee Meeting No. 38**
1800 Paseo Rancho Castilla, Los Angeles, CA 90032
Wednesday, September 8, 2010 12 p.m.



I. CALL TO ORDER

Chairman David Walters called the meeting to order.

II. ROLL CALL

Attendees

CSULA	Don Johnson on behalf of Joe Peterson and Harley Sagara
HDFSC	Jack Schweizer
LAPD	Yvette Sanchez-Owens
LASD	David Walters, Dean Gialamas, Wes Grose and Lupe Becerra
CCI	

III. APPROVAL OF MINUTES FROM LAST MEETING

The motion to approve the minutes from the last meeting was accepted with revisions.

IV. REQUIRED TOPICS

ITEM	ACTION	DUE	DISCUSSIONS/DIRECTIVES
07-001			Contracts No new issues.
07-002			Dispute Resolution No new issues.
07-003			Emergency Evacuation Plan No new issues.
07-004			Interagency Cooperation No new issues.
07-005	Grose Walters		Parking Wes stated he asked Mr. Farris from CSULA if Robert Lozada , Law Enforcement Technician may have the primary ability to issue parking citations instead of patrolling the parking lot and contacting CSULA to give them the information of the vehicles to come down to cite them. Currently he is only issuing parking warnings. Mr. Farris suggested to Wes to contact the chief from CSULA PD to request authorization. David asked Wes to set-up a meeting with the Chief of CSULA PD. Wes agreed.
07-006			Risk Management No new issues.

ITEM	ACTION	DUE	DISCUSSIONS/DIRECTIVES
07-007	Schweizer Sanchez-Owens Schweizer Schweizer Johnson Schweizer Walters		<p>Report from Facilities Management</p> <p>Jack mentioned he sent out a budget reconciliation statement to everyone and asked if they all had a chance to review it and if there's any issues to let him know as soon as possible.</p> <p>Yvette stated she hasn't had a chance to look at it yet, but she did forward it to LAPD Fiscal Unit.</p> <p>Jack asked all agencies to review it and make money transfers as soon as possible. He will send an email reminder.</p> <p>Jack stated that he is installing UV filter lights requested by a student of CSULA for all classrooms, but because of cost it is down to only one classroom, room 242. Jack asked Don when the deadline is before class starts.</p> <p>Don stated Fall Qtr. Begins Sept 23rd but will let Jack know if room 242 will be in use on the first day of school.</p> <p>Jack stated he is working on getting computer monitors installed for the freezer alarm system to be notified at the Beverly Lab. He is working on a dedicated computer connected to the intranet.</p> <p>David asked if he may also have access to view the alarm system once it is setup. Jack agreed.</p>
07-008			<p>Security and Access</p> <p>No new issues.</p>

V. ONGOING TOPICS

ITEM	ACTION	DUE	DISCUSSIONS/DIRECTIVES
07-009	Gialamas Sanchez-Owens		<p>Tours</p> <p>Dean stated that Scientific Services Bureau-HDFSC is currently putting together a tour policy and asked Yvette if she would like a copy of the policy once it is finalized.</p> <p>Yvette stated she would like a copy of the tour policy.</p>
07-010			<p>Signage</p> <p>No new issues.</p>
09-004			<p>Phase II</p> <p>No new issues.</p>
09-005			<p>CCI Update</p> <p>No new issues.</p>
10-002	Schweizer Walters		<p>Driveway Modification</p> <p>Jack stated the university has put out new padlocks on the bollards and asked both agencies (LASD/LAPD) if CSULA would be willing to give him a copy of the key, if they would like a copy or should he just change them completely.</p> <p>David stated that both agencies should have a copy, of the key for emergency purposes.</p> <p>Jack stated he will ask for a copy of the key.</p>
10-001	Schweizer Walters		<p>Window Cleaning</p> <p>Jack stated the job is done and asked everyone if they were satisfied. Everyone was satisfied.</p> <p>Dave asked if it can be done annually.</p> <p>Jack stated that the total job cost was \$6,500, but may not be the same price next year because on one side of the building there was no mount post and so they had to rent a boom lift.</p>

VI. NEW BUSINESS

ITEM	ACTION	DUE	DISCUSSIONS/DIRECTIVES
10-003	Grose Walters Grose		FSC Reception Desk Wes stated the hours have been changed back to original business hours from 0700 – 1700 hrs. He also mentioned that there is a new lady working the front reception desk. He's had several complaints regarding security. He will work on it and monitor. David asked Wes if he's discussed with Doreen about setting ground rules on allowing outside entities to use the HDFSC conference rooms. Wes stated he will get with Doreen and discuss the ground rules.

VII. MISCELLANEOUS

ITEM	ACTION	DUE	DISCUSSIONS/DIRECTIVES
09-003	Johnson Walters		CSULA NIJ Grant Proposal SAK/DNA Backlogs Don stated that CSULA is still working on the SAK/DNA Backlogs and have now begun data statistical analysis which both agencies will benefit from. They are not only looking at the criminal justice outcomes but of the success of various lab procedures of screening methods. The biggest obstacle is getting criminal justices disposition data from LASD cases, so they decided to go to the Sheriff Stations. David mentioned to Don that he's available, if he needs feedback from him, and to let him know.

VIII. WORK GROUP ACTIVITY

ITEM	ACTION	DUE	DISCUSSIONS/DIRECTIVES
07-017	Sagara		Continuing and Public Education Harley stated the next event will be the October 1 st . Board meeting at 10 am, BBQ lunch at 11:45 am and a Public Forum at 1 pm. He asked both agencies (LASD/LAPD) if they may speak at the forum. He mentioned that Rose invited Jill Spriggs to talk about the follow-up of the Grim Sleeper and what DOJ did. He also stated that Rose is working on getting Jerry Brown if not Steve Cooley to speak at the forum.
07-018			Team Building Activities No new issues.
07-025	Johnson		Merchandising Don stated that Sunday, October 21 st and November 2 nd , CSULA will have an introduction to HDFSC for the students. He asked both agencies if they have someone to sell merchandise or, if not, if they can give them merchandise to sell it for both dates. Both agencies will get back to him.

The above notes document our understanding of items discussed in the above-referenced meeting. Unless notice to contrary is received, the notations will be considered acceptable and work will proceed based on these understandings. Any discrepancies should be brought to the attention of David Walters within seven (7) working days of receipt.

***The next meeting will be held on Wednesday, October 13, 2010 at noon.**



**Hertzberg-Davis Forensic Science Center
Facility Coordinating Committee Meeting No. 39**
1800 Paseo Rancho Castilla, Los Angeles, CA 90032
Wednesday, October 13, 2010 12 p.m.

**I. CALL TO ORDER**

Chairman David Walters called the meeting to order.

II. ROLL CALL**Attendees**

CSULA Joe Peterson, Rose Ochi and Donald Johnson

HDFSC Jack Schweizer

LAPD Yvette Sanchez-Owens, and Joe Hourigan

LASD David Walters, Wesley Grose, Alice Rodriguez and Jacqueline Yates

CCI

III. APPROVAL OF MINUTES FROM LAST MEETING

The motion to approve the minutes from the last meeting was accepted with revisions.

IV. REQUIRED TOPICS

ITEM	ACTION	DUE	DISCUSSIONS/DIRECTIVES
07-001			Contract No new issues
07-002			Dispute Resolution No new issues
07-003			Emergency Evacuation Plan No new issues
07-004			Interagency Cooperation No new issues
07-005	Grose		Parking Wesley stated that as soon as the new CSULA PD facility opens we can have our person walk the parking lot and hand deliver the list to Chief King.
07-006			Risk Management No new issues

<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>	<u>DISCUSSIONS/DIRECTIVES</u>
07-007	Schweizer Walters Peterson Schweizer		Report from Facilities Management Jack stated that the Reconciliation Statement Funds are in place early. FMC meeting scheduled next month, if no one has anything, the meeting will be cancelled. David inquired about the UV filters that were going to be installed for a student. Joe stated student Joselyn paid for UV filters. Jack stated filters were installed in room 242. Student Joselyn reported lighting to be perfect.
07-008			Security and Access No new issues

V. ONGOING TOPICS

<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>	<u>DISCUSSIONS/DIRECTIVES</u>
07-009	Gialamas		Tours Dean is putting together a tour policy for HDFSC.
07-010	Schweizer		Signage Jack stated two issues which are the 1800 signage on the front of the building and replacing the sign at the entrance of the driveway.
09-004			Phase II No new issues.
09-005	Ochi		CCI Update No attendance from CCI Rose stated that Billy Matthey and Cecilia have been discussing how to maximize the budget for new training.
10-002			Driveway Modification Delete
10-001	Sanchez Walters		Window Cleaning Yvette suggests that Jack keep it on his tickler file for next year. David stated that window cleaning will be removed from future agendas.

VI. NEW BUSINESS

<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>	<u>DISCUSSIONS/DIRECTIVES</u>
10-003	Grose		FSC Reception Desk Wesley implementing a Conference Room Request Form to use on outside agencies for conference rooms on the second floor. He will clarify the form's wording. Conference rooms should be mainly for HDFSC use or other agencies should have some type of connection with the crime lab. We can make reservation two weeks in advance for non connected crime lab entities.

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VII. MISCELLANEOUS

<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>	<u>DISCUSSIONS/DIRECTIVES</u>
09-003			CSULA NIJ Grant Proposal SAK/DNA Backlogs

VIII. WORK GROUP ACTIVITY

<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>	<u>DISCUSSIONS/DIRECTIVES</u>
07-017	Ochi Johnson		Continuing and Public Education Rose spoke about team building activities such as the BBQ luncheon and the forum which is supported by Gilbert Lindsey Endowment. Donald stated that this Friday, October 15, 2010 from 0900 to 1545 p.m. there will be a seminar regarding fire scene investigation. It will largely be attended by students.
07-018	Grose		Team Building Activities Wesley brought up the date of December 8, 2010 as a possible date for the Christmas pot luck.
07-025	Johnson		Merchandising Donald suggested that they should have a student sell the merchandise for CSULA. Need to contact Melvin Cavanaugh for LASD and Marleen Caudillo for LAPD.

The above notes document our understanding of items discussed in the above-referenced meeting. Unless notice to contrary is received, the notations will be considered acceptable and work will proceed based on these understandings. Any discrepancies should be brought to the attention of David Walters within seven (7) working days of receipt.

***The next meeting will be held on Wednesday, November 10, 2010 at noon.**



**Hertzberg-Davis Forensic Science Center
Facility Coordinating Committee Meeting No. 40**
1800 Paseo Rancho Castilla, Los Angeles, CA 90032
Wednesday, November 10, 2010 12 p.m.



I. CALL TO ORDER

Chairman Dean Gialamas called the meeting to order on behalf of David Walters.

II. ROLL CALL

Attendees

CSULA Joe Peterson, Rose Ochi and Harley Sagara

HDFSC Jack Schweizer

LAPD Joe Hourigan

LASD Dean Gialamas, Wes Grose, Alice Rodriguez and Lupe Becerra

CCI Bill Matty

III. APPROVAL OF MINUTES FROM LAST MEETING

The motion to approve the minutes from the last meeting was accepted with revisions.

IV. REQUIRED TOPICS

ITEM	ACTION	DUE	DISCUSSIONS/DIRECTIVES
07-001			Contracts No new issues.
07-002			Dispute Resolution No new issues.
07-003			Emergency Evacuation Plan No new issues.
07-004			Interagency Cooperation No new issues.
07-005			Parking No new issues.
07-006			Risk Management No new issues.

<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>	<u>DISCUSSIONS/DIRECTIVES</u>
07-007	Schweizer Grose Schweizer		Report from Facilities Management Jack stated they are very close to deploying the BMS computer at the Beverly Lab to monitor the building alarm systems and the freezers at all three lab locations. He mentioned that John Sokalski is working on the computer system. Wes stated that the carpeting in the dispatcher rooms where the BMS computer is going to be installed is going to be redone. So that means everything in those rooms have to be removed and the installation of the BMS system will have to be delayed until Jan'11. Jack agreed and will wait until then
07-008	Grose Matty Grose Matty		Security and Access Wes stated that Scientific Services Bureau is working on what's the best way for visitor access. Bill asked if CCI students may get visitor ID access passes. Wes stated they will have to be actively collected at the end of the training. Bill agreed and will prepare a list of all students who will need a pass to track and collect all CCI visitor passes.

V. ONGOING TOPICS

<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>	<u>DISCUSSIONS/DIRECTIVES</u>
07-009	Gialamas Schweizer Gialamas		Tours Dean stated that now that the Scientific Services Bureau-HDFSC tour policy is finalized he wants all visitors of the facility to have a pass to identify them as a visitor. He mentioned that he wants two types of visitor stickers; one will say "Visitor" for visitors of the facility and the other to say "Tour" for tour groups. He mentioned that scheduled tours will be by appointment only on the last Friday of every month and the contact person is Sr. Criminalist Kari Inda. He also mentioned that he's working with having LASD Reserves give public tours in the evening instead of having HDFSC employees give the tours during working hours. Jack asked how late in the evening will the tours be given because of security access. Dean stated he doesn't know yet it's still a work in progress, but will let Jack know once its set.
07-010	Schweizer		Signage Jack stated he's working on scheduling the 1800 signage for the front of the building just haven't been able to get to it. He mentioned he will contact John Farris from CSULA to install a sign in the entry outside by the driveway.
09-004			Phase II No new issues.
09-005			CCI Update No new issues.

ITEM	ACTION	DUE	DISCUSSIONS/DIRECTIVES
10-004	Gialamas Schweizer Hourigan Grose Schweizer		Training Audio Visual Needs Dean stated that he's looked into upgrading the A/V equipment in the 2nd floor conference rooms. He stated he has a contact vendor who will be willing to come out to look into installing projectors with sound systems, lapel microphones and switch boxes a project that is estimated around \$20,000. He mentioned as far as funds he asked if it will be a joint project or if SSB will only fund it. Jack stated that it should be a joint project and if there's funding available all he would need is JPA approval. Joe asked if blackout shades can be installed on the eastside of the building. Wes stated it should be discussed a little more. Jack suggested maybe only in the lab areas and not the entire eastside of the building. Joe and Jack will meet and discuss further more.

VI. NEW BUSINESS

ITEM	ACTION	DUE	DISCUSSIONS/DIRECTIVES
10-003	Grose		FSC Reception Desk Wes stated he is still working on implementing a Conference Room Request Form to use on outside agencies for conference rooms usage. Conference rooms should be mainly for HDFSC use or other agencies should have some type connection with the crime lab. He does not have any new updates and will discuss again next scheduled meeting.

VII. MISCELLANEOUS

ITEM	ACTION	DUE	DISCUSSIONS/DIRECTIVES
09-003	Peterson		CSULA NIJ Grant Proposal SAK/DNA Backlogs Joe stated they are still proceeding with SAK/DNA Backlogs and hope to be finished before the end of the calendar year. They have focus groups setup with LAPD and with the assistance of DA Prosecutors Office asking questions on how they use and rely on SAK and their work.

VIII. WORK GROUP ACTIVITY

ITEM	ACTION	DUE	DISCUSSIONS/DIRECTIVES
07-017	Ochi		Continuing and Public Education Rose stated the next event will be an Honoree Reception on Friday December 10, 2010. She distributed a flyer with the information.
07-018	Grose		Team Building Activities Wes stated that a flyer will soon be out for the HDFSC Holiday Potluck for December 8 th . He mentioned that a potluck sign-up list will be with the OAI's on each floor.
07-025			Merchandising No new issues.

The above notes document our understanding of items discussed in the above-referenced meeting. Unless notice to contrary is received, the notations will be considered acceptable and work will proceed based on these understandings. Any discrepancies should be brought to the attention of David Walters within seven (7) working days of receipt.

* December 8th Meeting No. 41 was canceled. The next meeting will be held on Wednesday, January 12, 2011 at noon.



**Hertzberg-Davis Forensic Science Center
Facility Coordinating Committee Meeting No. 41**
1800 Paseo Rancho Castilla, Los Angeles, CA 90032
Wednesday, December 8, 2010 12 p.m.



I. CALL TO ORDER

Chairman Dean Gialamas called the meeting to order on behalf of David Walters.

II. ROLL CALL

***** Meeting Canceled *****

Attendees

CSULA

HDFSC

LAPD

LASD

CCI

III. APPROVAL OF MINUTES FROM LAST MEETING

The motion to approve the minutes from the last meeting was accepted with revisions.

IV. REQUIRED TOPICS

<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>	<u>DISCUSSIONS/DIRECTIVES</u>
07-001			Contracts
07-002			Dispute Resolution
07-003			Emergency Evacuation Plan
07-004			Interagency Cooperation
07-005			Parking
07-006			Risk Management

ITEM	ACTION	DUE	DISCUSSIONS/DIRECTIVES
07-007			Report from Facilities Management
07-008			Security and Access

V. ONGOING TOPICS

ITEM	ACTION	DUE	DISCUSSIONS/DIRECTIVES
07-009			Tours
07-010			Signage
09-004			Phase II
09-005			CCI Update
10-004			Training Audio Visual Needs

VI. NEW BUSINESS

ITEM	ACTION	DUE	DISCUSSIONS/DIRECTIVES
10-003			FSC Reception Desk

VII. MISCELLANEOUS

ITEM	ACTION	DUE	DISCUSSIONS/DIRECTIVES
09-003			CSULA NIJ Grant Proposal SAK/DNA Backlogs

VIII. WORK GROUP ACTIVITY

ITEM	ACTION	DUE	DISCUSSIONS/DIRECTIVES
07-017			Continuing and Public Education
07-018			Team Building Activities
07-025			Merchandising

The above notes document our understanding of items discussed in the above-referenced meeting. Unless notice to contrary is received, the notations will be considered acceptable and work will proceed based on these understandings. Any discrepancies should be brought to the attention of David Walters within seven (7) working days of receipt.

*** December 8th Meeting No. 41 was canceled. The next meeting will be held on Wednesday, January 12, 2011 at noon.**



**Hertzberg-Davis Forensic Science Center
Facility Coordinating Committee Meeting No. 42**
1800 Paseo Rancho Castilla, Los Angeles, CA 90032
Wednesday, January 12, 2011 12 p.m.



I. CALL TO ORDER

David Walters called the meeting to order.

II. ROLL CALL

Attendees

CSULA	Joe Peterson, Rose Ochi and Harley Sagara
HDFSC	Jack Schweizer
LAPD	Yvette Sanchez-Owens and Greg Matheson
LASD	David Walters and Lupe Becerra
CCI	Bill Matty

III. APPROVAL OF MINUTES FROM LAST MEETING

The motion to approve the minutes from the last meeting was accepted with revisions.

IV. REQUIRED TOPICS

ITEM	ACTION	DUE	DISCUSSIONS/DIRECTIVES
07-001	Schweizer		Contracts Jack stated he has started on renewing service contracts. He is currently working on the following contracts: The autoclave service contract is due in July, bio-waste contract for bio-waste removal service due in July, service on the reverse osmosis system due in June, lead removal in the ballistics recovery tanks due in July, and the control of the A/C mechanical system contract is a 5 yr contract which is the only contract with the JPA. Jack is going to recommend at the next meeting that they extend for the 5 th and final year on A/C service contract. He mentioned that the next year JPA meeting he'll present a new contract for fiscal year 2012-13.
07-002			Dispute Resolution No new issues.
07-003			Emergency Evacuation Plan No new issues.
07-004			Interagency Cooperation No new issues.
07-005			Parking No new issues.

ITEM	ACTION	DUE	DISCUSSIONS/DIRECTIVES
07-006			Risk Management No new issues.
07-007	Schweizer		Report from Facilities Management Jack distributed out a new operating budget and mentioned he will present it to JPA at the next meeting in April. He mentioned that John Ferris left CSULA and the new director for CSULA Facilities is a Mr. Sharp. He would like to setup a facilities meeting before the JPA meeting to introduce the new CSULA Facilities Director. He will work on setting up the meeting for March (Tentative). He also mentioned that he's still waiting on the carpet installation to be done to deploy the BMS computer.
07-008			Security and Access No new issues.

V. ONGOING TOPICS

ITEM	ACTION	DUE	DISCUSSIONS/DIRECTIVES
07-009	Walters		Tours David mentioned that since Scientific Services Bureau-HDFSC has a new tour policy Wes created a questionnaire form for prior approval tours.
07-010	Schweizer Sanchez-Owens Schweizer		Signage Jack stated he's currently working with acting director for CSULA Craig Bell on the parking lot design. Yvette mentioned to Jack that she noticed the sign outside where the platter is dirty and needs to be cleaned. Jack stated he will take a look and have it taken care of.
09-004			Phase II No new issues.
09-005	Matty Walters Matty Matty Schweizer Matty		CCI Update Bill asked if there's any progress with issuing visitor passes to CCI students. David stated that he will give an update at the next FCC meeting. Bill mentioned that he will be retiring in March 2011. He's not sure how long it will take to replace him due to budget cuts. Bill asked how he can setup to dispose bio-waste from a CCI training class. He asked if a lab tech may assist with disposing bio-waste or show him where to dispose the bio-waste. Jack stated he will show Bill where he can dispose bio-waste. Bill asked if CCI may use the Baca conference room for a court testimony class scheduled on the same days as the FCC meeting for the months of Feb and April. He asked if the FCC meeting may be moved to another room for those two months meeting. Everyone agreed and the meeting will be held in the CFSI conference room for Feb and April.
10-004	Walters		Training Audio Visual Needs David stated since Dean isn't present to discuss the audio visual update he will discuss at the next FCC meeting.

VI. NEW BUSINESS

<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>	<u>DISCUSSIONS/DIRECTIVES</u>
10-003	Walters		FSC Reception Desk David stated that Wes hasn't mentioned anything to him about any updates on the Conference Room Request Form and Wes isn't present to discuss he will discuss it on the next FCC meeting.

VII. MISCELLANEOUS

<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>	<u>DISCUSSIONS/DIRECTIVES</u>
09-003	Peterson Walters Peterson		CSULA NIJ Grant Proposal SAK/DNA Backlogs Joe stated they are continuing to make good progress with reviewing samples from the SAK/DNA Backlogs cases and hope to have their primary data gathered by the end of Jan 2011. He mentioned they've had a couple of productive focus groups with the District Attorney's Office with several attorneys who prosecute sexual assault cases and LAPD sexual assault investigators in early December. He's still working on setting up a time with LASD investigators to include their input and would also like to include criminalist input as well. David mentioned that the new public safety building has opened up. He suggested he would like to setup the next or a future FCC meeting with Chief King at the new facility to check out the place. Joe stated he will make an inquiry.

VIII. WORK GROUP ACTIVITY

<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>	<u>DISCUSSIONS/DIRECTIVES</u>
07-017	Ochi Sagara Ochi		Continuing and Public Education Rose mentioned that she will be meeting with Jill Spriggs on Jan 27 th and will have a series of meetings. One meeting will be about continuing of collaborations in the area of in-service training and the other will be about NIJ grants. One is on training delivery and the other on technology transfer. Harley mentioned that on Jan 20 th CFSI will be audited by NIJ for their DNA training grant. Rose thanked everyone for their support on the Honoree Reception. She also mentioned that Emily created a HDFSC Logo Merchandise Report and distributed a copy of the report to everyone.
07-018	Walters Sanchez-Owens		Team Building Activities David stated he enjoyed the HDFSC Holiday Potluck and thanked everyone. Yvette mentioned that some of her staff have volunteered and would like to coordinate the next holiday party with assistance of some LASD staff.
07-025			Merchandising No new issues.

The above notes document our understanding of items discussed in the above-referenced meeting. Unless notice to contrary is received, the notations will be considered acceptable and work will proceed based on these understandings. Any discrepancies should be brought to the attention of David Walters within seven (7) working days of receipt.

* The next meeting will be held on Wednesday, February 9, 2011 at noon.



Hertzberg-Davis Forensic Science Center
Facility Coordinating Committee Meeting No. 43
 1800 Paseo Rancho Castilla, Los Angeles, CA 90032
 Wednesday, February 9, 2011 12 p.m.

I. CALL TO ORDER

David Walters called the meeting to order.

II. ROLL CALL

Attendees

CSULA	Joe Peterson, Rose Ochi and Harley Sagara
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HDFSC

LAPD	Yvette Sanchez-Owens and Joe Hourigan
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LASD	David Walters and Lupe Becerra
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CCI	Bill Matty
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III. APPROVAL OF MINUTES FROM LAST MEETING

The motion to approve the minutes from the last meeting was accepted with revisions.

IV. REQUIRED TOPICS

ITEM	ACTION	DUE	<u>DISCUSSIONS/DIRECTIVES</u>
07-001	Walters		Contracts David mentioned that facilities manager Jack Schweizer is absent today so the required item topics normally discussed by him will not be discussed at this meeting.
07-002			Dispute Resolution No new issues.
07-003			Emergency Evacuation Plan No new issues.
07-004			Interagency Cooperation No new issues.
07-005	Walters Hourigan Walters		Parking David mentioned that currently Law Enforcement Technician Robert Lozada patrols the parking lot and gives parking warnings to violators. As Mr. Lozada was in the process of giving a warning to an offender he had a conflict with a student. The student was hostile with Mr. Lozada and Mr. Lozada went to contact a supervisor. David mentioned he ended up coming out and the student was gone. They initially called CSULA PD and also called LAPD since the parking lot is their jurisdiction. He assigned the follow-up to Lt. Nick Rampone with officer Morales from LAPD. Joe mentioned that the signage at the entrance of the parking lot was changed from 5pm to 4pm during the construction of the new public building and asked if it would be changed back to 5pm since the new public building is now complete and the students may now park in their parking lot. David stated he is not sure.

<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>	<u>DISCUSSIONS/DIRECTIVES</u>
07-006			Risk Management No new issues.
07-007			Report from Facilities Management Jack Schweizer is absent.
07-008			Security and Access No new issues.

V. ONGOING TOPICS

<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>	<u>DISCUSSIONS/DIRECTIVES</u>
07-009	Hourigan		Tours Joe stated that Scientific Investigation Division is working on changing their Public Tour Policy to be compatible with Scientific Services Bureau's Public Tour Policy. He mentioned that they will use the same format and write it and include it in their QA manual. He also mentioned their SID tour coordinator is Lennard Henkhaus and their tours will be given on the 2 nd Friday of every month.
07-010			Signage No new issues.
09-004			Phase II No new issues.
09-005	Walters Matty Matty		CCI Update David asked Bill if Wes has contacted him regarding issuing visitor passes to CCI students. Bill stated that Wes did contact him and they are currently working on it. Bill mentioned that March 15 is his last day and he still doesn't know who will replace him, but they are currently working on it.
10-004	Walters Hourigan		Training Audio Visual Needs David mentioned on behalf of Dean regarding the A/V training needs that there's currently nothing new to report other than he's waiting on the PO to be processed to pay the vendor to come out and give a quote. He also asked if any LAPD staff is working on A/V needs for the 2 nd floor conference rooms. Joe stated they are looking into it.

VI. NEW BUSINESS

<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>	<u>DISCUSSIONS/DIRECTIVES</u>
10-003	Walters		FSC Reception Desk David stated that Wes hasn't mentioned anything to him about any updates on the Conference Room Request Form and Wes isn't present to discuss. He will discuss it on the next FCC meeting.

VII. MISCELLANEOUS

<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>	<u>DISCUSSIONS/DIRECTIVES</u>
09-003	Peterson Peterson		CSULA NIJ Grant Proposal SAK/DNA Backlogs Joe stated they hope to be done with the data of collection by the end of March. He mentioned they got some sexual assault data from LASD investigators. He mentioned that he received an email from LAPD commander Michael Moriarty wanting to know the status on the final reports and he told him by May 15, but hopes to have it before then. He mentioned that a news release report will come out in the CSULA news. Joe stated that he didn't do an inquiry regarding setting up an FCC meeting at the new public safety building, but he will do it.

VIII. WORK GROUP ACTIVITY

<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>	<u>DISCUSSIONS/DIRECTIVES</u>
07-017	Ochi Sanchez-Owens Walters Peterson		Continuing and Public Education Rose stated they are planning a forum for early summer and the topic is "Eye Witness" and looking at holding it at City Hall to make it convenient for District Attorneys, Public Defenders and Judges both from federal and state court. Yvette mentioned that LAPD is planning on having a Sexual Assault Kit Backlog forum sometime in April. David mentioned that LASD is also planning a forum sometime in June. Joe mentioned that both he and Don Johnson wrote a paper on the results on the sexual assault investigations. He also mentioned to Yvette and David that if they need any feedback regarding sexual assault kits he will be more than willing to help them with that.
07-018	Sanchez-Owens Peterson		Team Building Activities Yvette asked if there's anything planned for a summer BBQ. Joe stated that June 15 will be a good date to have the summer BBQ.
07-025			Merchandising No new issues.

The above notes document our understanding of items discussed in the above-referenced meeting. Unless notice to contrary is received, the notations will be considered acceptable and work will proceed based on these understandings. Any discrepancies should be brought to the attention of David Walters within seven (7) working days of receipt.

* The next meeting will be held on Wednesday, March 9, 2011 at noon.



David Walters called the meeting to order.

Attendees

CSULA	Joe Peterson, Rose Ochi and Harley Sagara
HDFSC	Jack Schweizer
LAPD	Greg Matheson and Joe Hourigan
LASD	David Walters, Dean Gialamas and Lupe Becerra
CCI	Bill Matty

The motion to approve the minutes from the last meeting was accepted with revisions.

ITEM	ACTION	DUE	DISCUSSIONS/DIRECTIVES
07-001	Schweizer		Contracts Stated that the current contracts he's working are; the autoclave, bio-waste, fume hoods, reverse osmosis water system and lead cleaning in the gun ranges/ballistics tanks. He also mentioned that he's working on the only JPA contract for the A/C Control Air contract due for renewal Oct 2012.
07-002			Dispute Resolution No new issues.
07-003			Emergency Evacuation Plan No new issues.
07-004			Interagency Cooperation No new issues.
07-005	Walters Sagara Walters		Parking David stated that last week on Thursday March 3 rd he, Dean and Wes met with CSULA PD Chief Greg King and Parking Services Director Carmen Gachupin. He stated they have no issues with providing fulltime parking patrol as needed. He asked everyone if the signage at the entrance of the parking lot should remain as students parking after 4pm or change to 5pm. Everyone agreed with 4pm. Harley asked what if an employee forgets to put their parking decal on and gets a parking ticket. David mentioned if an employee forgets their parking permit then they will have to get a temporary parking pass for the day and if they don't and receive a parking ticket then they will have to go through the appeals process on their own time to try to get it reversed.

<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>	<u>DISCUSSIONS/DIRECTIVES</u>
07-006			Risk Management No new issues.
07-007	Schweizer Walters Schweizer		Report from Facilities Management Jack stated that they're right on track with the budget. David asked when the next FMC Meeting is. Jack stated the JPA is scheduled for June 3 rd at 0830 hrs in the Baca Room, but the date may change. The confirmed members at this time are; Lisa Chavez from CSULA, Chief Beck, Miguel Santana and Sheriff Baca. He mentioned that they will be discussing the budget and contracts.
07-008	Hourigan Schweizer Ochi Schweizer Matty		Security and Access Joe asked if anyone is still going out of the mezzanine door. Jack stated they had one incident where someone had gone out the mezzanine exit around 10pm. The Following morning he looked at the video, but couldn't identify the person. Rose stated that when she comes on the weekend the door on the westside is always a jarred open and asked if she should shut it closed. Jack stated it should always be shut closed. Bill mentioned that the CCI student passes were intended to be for CCI only classes, but were issued to another class and were not collected at the end of the class and returned to the front desk. He suggested that if the passes are used for other classes besides CCI they should follow the same arrangement.

V. ONGOING TOPICS

<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>	<u>DISCUSSIONS/DIRECTIVES</u>
07-009	Hourigan		Tours Joe stated they're still working on their public tour policy and should be ready by April. He mentioned that they will notify the front reception desk when a tour will take place. The public tour coordinators are; LAPD SID Field Unit Lennard Henkhaus and LASD SSB George Hou.
07-010			Signage No new issues.
09-004			Phase II No new issues.
09-005	Matty		CCI Update Bill mentioned that next Tuesday March 15 is his last day and he still doesn't know who will replace him, but they are currently working on it. He mentioned that they are looking into hiring Dan Nathan as a temporary part-timer until they can hire a replacement employee.

<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>	<u>DISCUSSIONS/DIRECTIVES</u>
10-004	Gialamas		Training Audio Visual Needs Dean stated that he mentioned to everyone a few months ago that he is working on A/V training needs in the 2 nd floor training conference rooms and the Baca room. He stated that he setup a meeting for Friday March 25 th at 0900 hrs. He would like everyone to attend the meeting so that he can get everyone's input. He also mentioned that he will ask vendor Bill Mathy from Related Visuals to put a quote together.

VI. NEW BUSINESS

<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>	<u>DISCUSSIONS/DIRECTIVES</u>
10-003			FSC Reception Desk No new issues.
<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>	<u>DISCUSSIONS/DIRECTIVES</u>
11-001	Schweizer Gialamas Schweizer Schweizer		DWP 2ND Power Circuit Jack stated that he was informed by DWP that they want to work on one of the transformers that are going to involve an outage for 30 seconds and they propose it to happen early in the morning. DWP will be here tomorrow March 10 to discuss their needs and plan. Jack will inform everyone. Dean asked how early he planned to have it done. Jack stated prior to 0600 hrs. Jack stated that he just found out when we had the electrical outage that he thought we always had two electrical circuits but there's only one going out to DWP and that's why we had a complete electrical outage because we have no backup. He mentioned that he contacted DWP to see what it would be to get that 2 nd circuit in here and once he knows what the cost is he will let everyone know.

VII. MISCELLANEOUS

<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>	<u>DISCUSSIONS/DIRECTIVES</u>
09-003	Peterson Gialamas Peterson Waters Peterson Walters		CSULA NIJ Grant Proposal SAK/DNA Backlogs Joe stated they're almost done with tying it all up and should be done by the end of April. He mentioned they're going to be intensively involved in writing up results for the final reports in the next month or two. Dean asked Joe if he would like to speak at the SXA Review Meeting on March 29 th at 1000 hrs in the Baca room. Joe stated he will be happy to talk to the group. David asked how long the focus group meetings are. Joe stated about 2hrs. long. David mentioned that the new public safety building will be having an open house grand opening on Friday March 25 th from 1000-1400 hrs.

VIII. WORK GROUP ACTIVITY

<u>ITEM</u>	<u>ACTION</u>	<u>DUE</u>	<u>DISCUSSIONS/DIRECTIVES</u>
07-017	Ochi		Continuing and Public Education Rose stated they are planning a forum for spring, but doesn't have a date yet. Rose stated that she's hoping to having a National Clearing House and mentioned to everyone their support is greatly appreciated.